

**Secretariat**

26 March 1999

Information circular*

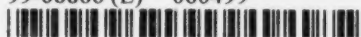
To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **1999 competitive examination for English Language Coordinator**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-2 level and below who wish to take the competitive examination for English Language Coordinator in 1999, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998. The post of English Language Coordinator has been classified at the P-2 level.
2. A competitive examination for the post of English Language Coordinator will be held on 27 May 1999 in New York, Geneva, Nairobi, Vienna and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English Language Coordinator in the Staff Development and Learning Service of the Office of Human Resources Management will be filled.
3. The English Language Coordinator is responsible for establishing and administering courses in English language, communications and writing for United Nations and other United Nations agency staff. The coordinator supervises English language teachers, prepares teaching and examination schedules, and ensures that appropriate methodologies are used. Acting as a team leader, the Coordinator creates and maintains an effective team unit, serves as a project facilitator for special pedagogical projects, and initiates, organizes and supervises the work of the teachers assigned to projects. The Coordinator prepares, administers, and supervises language examinations and tests, including the English Language Proficiency Examination. In particular, for the English Language Proficiency Examination, the Coordinator will assist in its design and evaluation, and will ensure test reliability and validity. The Coordinator may be called upon to assist in ensuring the test reliability and validity of other language proficiency examinations. The Coordinator also conducts needs analyses, sets objectives, designs courses and workshops, and develops appropriate materials for courses in English language, communications and writing. The Coordinator is also expected to carry out other staff development activities, whenever called upon to do so.

* Expiration date of the present information circular: 31 July 2000.



4. The examination is open to staff members of the United Nations at the P-2 level and below, including full-time teachers at Headquarters, Geneva, Nairobi, Vienna and the regional economic commissions who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination. Successful candidates are expected to serve a **minimum of two years** in the post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 to 12 below.

5. Staff members of the Secretariat applying for the examination must:

- (a) Have English as their main language;¹
- (b) Hold an advanced university degree (Masters) in language testing, English language teaching methodology, second language acquisition or applied linguistics, with special emphasis on language testing and teaching English as a second or foreign language to adult learners. Preference will be given to candidates who have completed their graduate studies and are preparing a doctorate, or who already hold a doctorate in their field of specialization. An advanced university degree (Masters) in one of the fields mentioned above and five years of continuous language teaching in the United Nations may also be considered. All the degrees should come from a university or equivalent institution at which English is the language of instruction;
- (c) Have at least five years' recent combined experience in English language programme management and in English language testing, test reliability and validity issues. This experience should be in programmes for adults who have completed their secondary school diploma, university age students or higher. Also, experience in curriculum development, a background in teacher training and supervision for adult learners, and international experience are preferred;
- (d) Proven ability to develop professional writing materials and conduct training workshops in their use;
- (e) Good knowledge of word-processing and database applications; proven knowledge of test reliability and validity issues;
- (f) Experience designing and teaching courses in communication skills, preferably in a work-related setting, is an advantage;
- (g) Experience working with multi-media, video and/or computer-assisted language learning technology is highly desirable;
- (h) Knowledge of at least one other official language of the United Nations (Arabic, Chinese, French, Russian or Spanish) is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of United Nations official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

7. The written examination will consist of the following four parts:

- Part 1. Essay questions dealing with second language acquisition, language teaching methodology, language and communications skills training, curriculum course design (two hours). It should be noted that this paper is *eliminator*y. Only candidates who are successful in this paper will have their other papers marked;
- Part 2. Practical problem related to teacher supervision and student counselling (30 minutes);
- Part 3. Essay question(s) dealing with English language testing (one hour);
- Part 4. Essay questions dealing with teacher supervision and observation of language and writing skills courses (one hour).

The use of a dictionary or any other reference material will **not** be permitted during the examination.

8. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which is projected to take place within six to eight weeks after the written examination. Candidates will be asked to observe and evaluate a language class. The Board will review and discuss with the candidates individually the results of this observation. The candidates will then be placed in small groups, which will be required to perform a specific task. Through this exercise, the candidates' ability to function as part of a team will be evaluated. The Board will then interview the candidates to assess personal qualities, professional experience, knowledge of the United Nations and current events, willingness and adaptability to working conditions in the Staff Development and Learning Service of the Office of Human Resources Management, and the ability to work as a team leader.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results.

10. Staff members selected to fill vacancies will be assigned as English Language Coordinator for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 level will be assigned at the P-2 level.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Human Resources Management will be confirmed in their functions of Coordinator at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. In accordance with the needs of the service, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

13. Staff members applying for the examination should complete the attached form and submit it, **no later than 23 April 1999**, to:

1999 Competitive Examination for Language Coordinator (English)
Examinations and Tests Section
Specialist Services Division
Office for Human Resources Management
Room S-2590-A
United Nations Secretariat
New York, N.Y. 10017
Fax: (212) 963-3683

Applications received after the above deadline will not be considered. Applications must be sent by mail or faxed. No applications sent electronically will be considered.

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Examinations and Tests Section, Specialist Services Division, Office for Human Resources Management, through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations before 23 April 1999, the deadline for receipt of applications in the Specialist Services Division.

15. Only those candidates who are invited to sit for the examination will receive the detailed schedule of the examination to which they are convoked. This information will be attached to the candidate's letter of convocation.

Notes

- ¹ "Main language" should be understood to be the language in which the candidate is best able to teach; candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

Application**1999 competitive examination for English Language Coordinator¹**Index No.² Last name Category Level First name Sex: Male Female Date of entry on duty: Month Year 19

Type of contract: _____

Expiration date: _____

Department/office:³ _____

Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes in 19 No Have you taken another United Nations competitive examination? Yes in 19 No

If yes, which examination(s)? _____

What is your main language?⁴ **A. University degree(s) or equivalent or post-secondary educational qualifications⁵**

Name of institution, place and country	Language of instruction	Attended from/to		Degree ⁶ or equivalent	Main field of study
		month/year	month/year		

- B. Describe your work experience (giving dates and length of time) in English language testing, English language teacher supervision, curriculum development, communication and writing skills training for adult learners. Also, indicate any international experience you may have**

- C. Indicate your experience using computers for language testing, programme development and teaching**

D. Knowledge of other languages⁶

<i>Language(s)</i>	<i>United Nations language programme (highest level and date)</i>	<i>Courses taken at other institutions (name and location)</i>

E. Indicate your ability in each of the languages mentioned in section D above

<i>Language</i>	<i>Read</i>		<i>Understand</i>		<i>Speak</i>		<i>Write</i>	
	<i>Easily</i>	<i>Not easily</i>	<i>Easily</i>	<i>Not easily</i>	<i>Fluently</i>	<i>Not fluently</i>	<i>Easily</i>	<i>Not easily</i>

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1999/25, and I understand that if I am successful in the 1999 competitive examination for English Language Coordinator and recommended for inclusion in the roster, my assignment as an English Language Coordinator will be subject to my acceptance of the conditions of service indicated in paragraphs 10 to 12 of that circular.

Date: _____ Signature: _____

Notes

- ¹ Staff members applying for this examination **must complete this section**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G-to-P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** to the Examinations and Tests Section of the Specialist Services Division, Office for Human Resources Management. Extensions for receipt of applications in the Examinations and Tests Section of the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.
- ² Normally appears on your monthly salary statement and personnel action (P-5) forms; if it does not, please contact your Human Resources Management Officer to obtain your number.
- ³ Please indicate Department/Office, e.g., DGAACS, OCS, ECE, UNCTAD, UNOG, UNOV or other (specify).
- ⁴ "Main language" should be understood to be the language in which the candidate is best able to work; candidates' claims to English as their main language must be supported by relevant documentation in their official status files.
- ⁵ Give exact name and title in original language, do not translate or equate.
- ⁶ Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions of paragraph 5 (h) of the present information circular.
-



Secretariat

26 March 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rates of daily subsistence allowance at Headquarters, Geneva and Vienna****

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3 on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.

2. The schedule set out in the annex replaces the schedule in information circular ST/IC/1998/34 of 16 April 1998.

* The present circular will be in effect until further notice.
** *Personnel Manual* index No. 7141.



Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters ^a (in US\$ per day)		Geneva ^b (in SwF per day)	Vienna ^c (in AS per day)
(a) <i>First 60 days, consecutive or otherwise, at the temporary duty station:</i>	<i>First 30 days</i>	<i>Next 30 days</i>		
Under-Secretary-General or Assistant Secretary-General	385	328	392	3 030
D-1 and D-2	316	269	322	2 490
All other staff	275	234	280	2 160
(b) <i>During the next 60 days, consecutive or otherwise, at the temporary duty station:</i>				
Under-Secretary-General or Assistant Secretary-General	238		273	2 110
All other staff	183		210	1 620
(c) <i>After 120 days, consecutive or otherwise, at the temporary duty station:</i>				
Under-Secretary-General or Assistant Secretary-General	178		218	1 690
All other staff	137		168	1 300

^a Effective 1 April 1998.

^b Effective 1 March 1999.

^c Effective 1 March 1998.



Secretariat

6 April 1999

Information circular*

To: Members of the staff

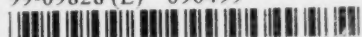
From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle****

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and Territories for travel by private motor vehicle, effective 1 March 1999, as set out in the annex to the present circular.
2. The present circular supersedes information circular ST/IC/1998/83 of 7 December 1998.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 7111.



Annex

Rates of reimbursement for travel by private motor vehicle

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries other than those listed in groups II, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Anguilla	Cyprus	Nepal*
Bahamas	Dominican Republic	Netherlands Antilles
Bangladesh	Ethiopia	Oman
Belize	Fiji	Pakistan
Benin	Guatemala	Paraguay*
Bermuda	Guyana	Philippines
Bolivia	Jordan*	Poland
Brazil*	Kyrgyzstan	Samoa
Brunei Darussalam	Latvia	Syrian Arab Republic
Burkina Faso	Liberia	Togo
Cambodia	Madagascar	Tonga
Canada	Malaysia*	Trinidad and Tobago
Cape Verde*	Maldives	Turkey*
Congo	Moldova	United Arab Emirates
Cook Islands	Namibia	United States of America
Costa Rica	Nauru	Viet Nam

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda	India	New Caledonia*
Australia	Kenya	Panama
Barbados	Kiribati	Saint Kitts and Nevis
Bhutan	Kuwait	Saint Lucia
British Virgin Islands	Lao People's	Saint Vincent and the
Cayman Islands	Democratic Republic	Grenadines
Chile	Macau	Sierra Leone
Comoros	Malawi*	Singapore*
Czech Republic*	Mauritius	Sri Lanka
Djibouti	Mexico*	Tunisia*
El Salvador	Mongolia	United Republic of Tanzania
Guinea	Montserrat	Vanuatu
Haiti	Morocco	Zambia
Honduras	Mozambique	

Europe: All countries in Europe except those listed in groups II, IV or V.

* Indicates a change in the grouping.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia	Dominica	Niue
Cameroon	Equatorial Guinea*	Peru
Central African Republic	Gambia	Senegal
Chad	Grenada	Seychelles
Côte d'Ivoire	Mali*	Slovenia
Croatia	Malta	South Africa
Democratic People's Republic of Korea	Mauritania*	The West Bank and the Gaza Strip
	Nicaragua	
	Niger	

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Argentina	Greece	Portugal
Austria	Hong Kong, China	Spain
Belarus	Iceland	Sweden
Belgium	Ireland	Switzerland
Cuba	Italy	United Kingdom of Great Britain and Northern Ireland
Denmark	Jamaica	Uruguay
Finland	Japan	
France	Netherlands	
Germany	Norway	

* Indicates a change in the grouping.



Secretariat

14 April 1999

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Conference and Support Services

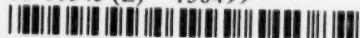
Subject: **First day of issue: 1999 Endangered Species series**

Stamps

1. On Thursday, 22 April 1999, the United Nations Postal Administration (UNPA) will issue a set of 12 stamps depicting endangered species of fauna. This will be the seventh set of stamps in UNPA's multi-year series on endangered species which was launched on 3 March 1993 to highlight the need for the protection of endangered species throughout the world. The issue will consist of three sheets of 16 stamps in denominations of 33 cents, F.s. 0,90 and S 7. Each sheet will illustrate four different endangered species.

(United States equivalents — F.s. 0,90: 64 cents and S 7: 59 cents — subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 30 April 1999

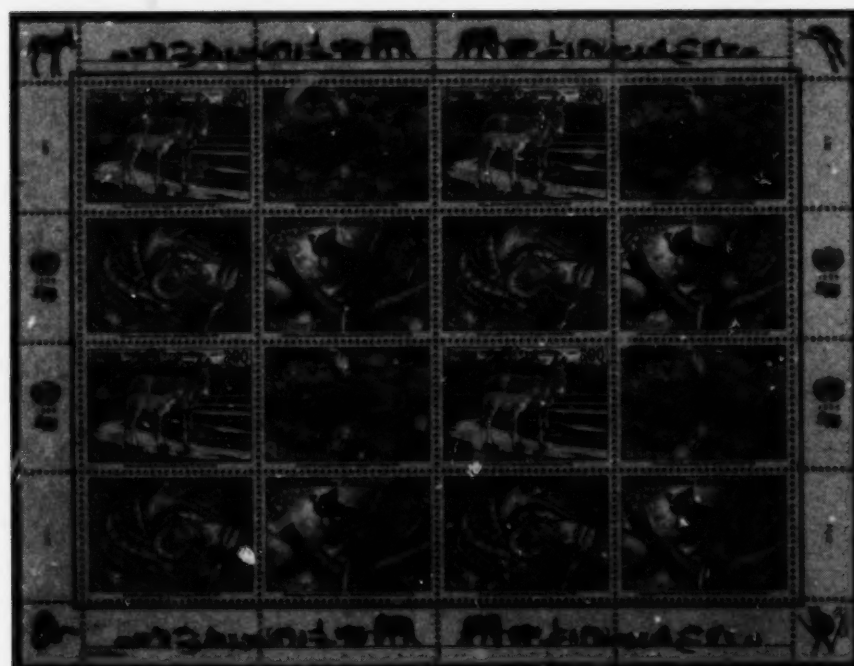




Denomination:
33 cents

Endangered species:
Tiger
Secretary bird
Green Tree python
Long-tailed chinchilla

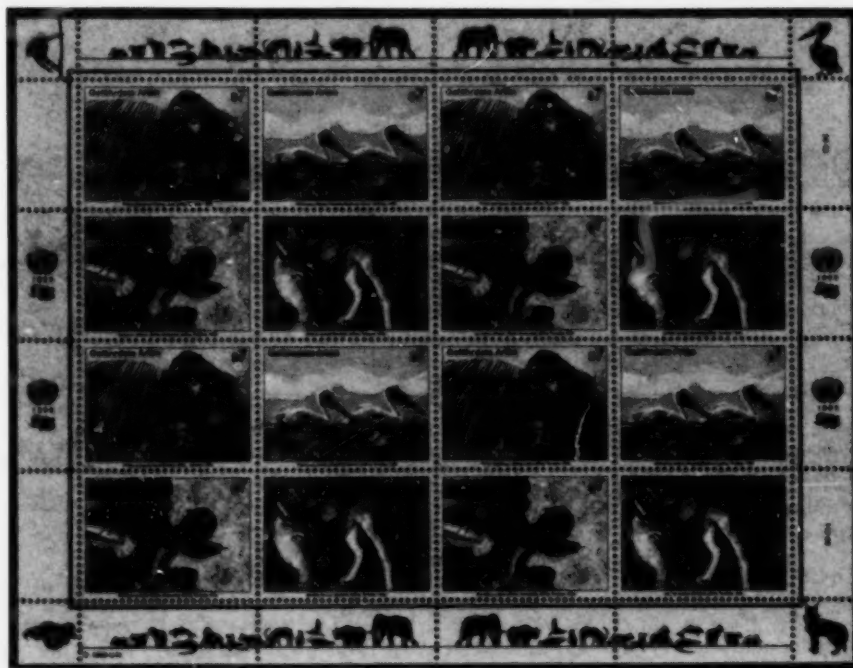
Designer:
Jimmy Wang
(China)



Denomination:
F.s. 0,90

Endangered species:
Asiatic wild ass
Hyacinth macaw
Jamaican boa
Bennett's tree-kangaroo

Designer:
Tim Barrall
(United States of America)



Denomination:
S 7

Endangered species:

Orang-utan
Dalmatian pelican
Yellow anaconda
Caracal

Designer:
Jeffrey Terreson
(United States of America)

Maximum cards

2. The eighteenth set of UNPA's maximum cards will also be issued on 22 April 1999. Three different cards will be produced to accommodate the three different se-tenant blocks of four stamps being issued. To conform with the maximum cards issued for the Endangered Species series in prior years, each maximum card will reproduce photographs of the species appearing on each of the stamps in the se-tenant block. The appropriate se-tenant blocks of stamps will be affixed and cancelled "First day of issue" for each respective office. The maximum card cancelled "United Nations New York" will sell for \$1.62. The card cancelled "United Nations Geneva" is priced at \$2.85, while the card cancelled "United Nations Vienna" is priced at \$2.65, subject to exchange rate fluctuations.

1999 Endangered Species Annual Collection

3. On 22 April 1999, the United Nations Postal Administration will release the 1999 Endangered Species Annual Collection folder of single mint stamps.

4. The 1999 Annual Collection will be contained in a specially designed album. The album devotes separate pages to each of the 12 endangered species. Descriptive information is provided in English, French and German, and each stamp is beautifully highlighted by a colourful array of photographs relative to the species. It should be noted that the Endangered Species series WILL NOT be included in the Annual Collection albums to be issued later in 1999.

5. The stamps are not affixed inside the album, although spaces and mounts have been provided for that purpose.

Triple-cancelled Endangered Species Annual Collection folder

6. Since the 1999 Endangered Species Annual Collection folder will contain stamps in all three denominations, special arrangements have been made by UNPA to make available to its collectors the Endangered Species collections in which the stamps will be affixed and cancelled "22 April 1999", the first day of issue, in New York, Geneva and Vienna, as appropriate.
7. The policy of offering triple cancellations for the Endangered Species Annual Collection will continue throughout the duration of this series.

General information

8. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachet ONLY. Members of delegations and the staff can obtain these items on Thursday, 22 April, at the following locations:
- (a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;
 - (b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.
9. First day of issue cancellations can be obtained at the following temporary United States Postal Service substations:
- (a) The counter outside the United Nations Bookstore in the concourse of the General Assembly Building, from 9 a.m. to 5.30 p.m.;
 - (b) The counter along the west wall of the north end of the Secretariat lobby, from 9 a.m. to 4 p.m.
10. Information on United Nations stamps can be accessed on the Internet at <<http://www.un.org/Depts/UNPA>>.
-

**Secretariat**

16 April 1999

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **1998 Field Service promotions**

1. The Secretary-General, having considered the recommendations of the Field Service Promotion Review Panel for the 1998 review, has approved the following promotions for staff members in the Field Service category to the FS-7, FS-6, FS-5, FS-4 and FS-3 levels:

To FS-7

Ms. Mary Roth
Mr. King Amuaben
Mr. Gordon McDougall

Mr. Frode Solvik
Mr. Cornelius Huijzer
Mr. Leif Haaland
Mr. Daniel Kitcher
Mr. Svein Kvamsdal
Mr. Michael Fletcher
Mr. Phillip Davies

To FS-6

Mr. Harbir Singh
Mr. Eckehart Loczi
Mr. Gert Schmidt
Mr. Thaddeus Anglin
Mr. Michael Laird
Mr. Badri Poudel

To FS-4

Mr. Ronald Squire
Mr. Edwin Tukpeyi
Mr. Robert Milosevic
Mr. George Boella
Mr. Edmond Campbell
Mr. Robert Dadzie
Mr. Paepae Wiki
Mr. Timothy O'Boyle
Mr. Stephan Tamplin
Ms. Nancy Muriga-Kihato
Mr. Brian Cupidore
Mr. Victor Adjei
Mr. Kurt Barkowski
Mr. Michael Bowen

To FS-5

Mr. Tore Berland
Mr. Lars Lindstrom
Mr. Taitnarine Baldeo
Mr. Gonzalo De Murga
Mr. David Padi
Mr. Terry McDougall
Mr. Lindbergh Reynolds
Mr. Eduardo Artigas

* Expiration date of the present information circular: 31 December 1999.



Mr. Darren Rapan
Mr. Stefan Muller
Mr. Abdul Shaffy
Mr. Raymund Ryan

To FS-3

Mr. Rene Markus
Mr. Charles Sidede
Mr. Olli Ketolainen
Mr. Erkki Venalainen
Mr. Mohammed Amin
Mr. Paul Ingebrigtsen
Mr. Gerard Beiszkammer
Mr. Clive Peck

Recourse procedure

2. Staff members are reminded of the criteria for promotion, which include (a) performance; (b) record of mobility; (c) academic training and professional qualifications and achievements; (d) linguistic proficiency; (e) supervisory abilities and leadership capabilities, as applicable; (f) seniority in grade and experience; and (g) guidelines and measures to improve the status of women. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but also upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

3. If a staff member believes that his or her name has been omitted because of incomplete information placed before or available to the Review Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters (in eight copies) must be submitted **WITHIN ONE MONTH** of the publication date of the present circular and should be addressed to the Chairperson of the Field Service Promotion Review Panel for the 1998 review, through the Secretary of the Panel, room S-2545B.

4. Relevant information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the list. Staff members are also advised that letters of recourse will be included in their official status files once the review has been completed.

5. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General.



Secretariat

22 April 1999

Information circular*

To: Members of the Staff

From: The Assistant Secretary-General for Central Support Services

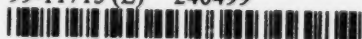
Subject: **Indoor air quality inspection of the Headquarters buildings**

1. The purpose of the present circular is to inform members of the staff that semi-annual indoor air quality and drinking water quality tests and inspections of the Headquarters complex are scheduled for 17 to 28 May 1999. The work will be performed during normal office hours according to the following schedule:

304 East 45th Street (FF Building)	17 May
DC-1 Building	18 May
DC-2 Building	19 May
UNITAR Building	20 May
345 Park Avenue South (Archive Building)	21 May
North Lawn Building	24 May
Conference Building	24-25 May
Secretariat Building	25-26 May
General Assembly Building	26-27 May
Library Building	27-28 May

2. For further information, please contact the Plant Engineering Section of the Facilities Management Division at extension 3-7376.

* Expiration date of the present information circular: 4 June 1999.





Secretariat

28 April 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rates of daily subsistence allowance at Headquarters, Geneva and Vienna****

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3 on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.
2. The schedule set out in the annex replaces the schedule contained in the annex to information circular ST/IC/1999/26 of 26 March 1999.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 7141.



Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters ^a (in US\$ per day)		Geneva ^b (in SwF per day)	Vienna ^c (in AS per day)
(a) First 60 days, consecutive or otherwise, at the temporary duty station:				
	First 30 days	Next 30 days		
Under-Secretary-General or Assistant Secretary-General	385	328	392	3 120
D-1 and D-2	316	269	322	2 570
All other staff	275	234	280	2 230
(b) During the next 60 days, consecutive or otherwise, at the temporary duty station:				
Under-Secretary-General or Assistant Secretary-General	238		273	2 170
All other staff	183		210	1 670
(c) After 120 days, consecutive or otherwise, at the temporary duty station:				
Under-Secretary-General or Assistant Secretary-General	178		218	1 740
All other staff	137		168	1 340

^a Effective 1 April 1998.^b Effective 1 March 1999.^c Effective 1 April 1999.



Secretariat

28 April 1999

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.
2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.
3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.
4. The attached list includes placements and promotions approved in March 1999.

* Expiration date of the present information circular: 31 December 1999.



Annex

Placement and promotion 1 March 1999 to 31 March 1999

<i>Name</i>	<i>Gender</i>	<i>Releasing dept./office</i>	<i>Receiving dept./office</i>	<i>Post level</i>	<i>Vacancy number</i>
Promotion					
Fakhoury, Christine	F	ESCWA	ESCWA	P-3	97-E-ECW-395-BE
Giordano, Cristina	F	UNOG	UNOG	P-3	*
Janssen, Johannes	M	UNOG	UNOG	P-3	*
Johnson, Peri	F	OLA	OLA	P-3	98-L-OLA-398-NY
Kohrs, Ramona	F	DPI	DPI	P-3	98-B-DPI-366-NY
Chan, Norma	F	DPA	DPA	P-4	98-P-DPA-310-NY
Kelani, Mutaz	M	UNOG	UNOG	P-4	97-T-UNG-589-GE
Ungsuthornrungsi, Suthat	M	ESCAP	ESCAP	P-4	98-A-ESC-400-BA
Wahnschafft, Ralph	M	ESCAP	ESCAP	P-4	98-E-ESC-377-BA
Choa, William	M	UNCTAD	UNCTAD	P-5	98-E-TAD-A48-GE
Cooper, Mary Carolyn	F	DDA	DDA	P-5	98-P-DDA-B15-NY
El-Gendi, Saad	M	DGAACS	DGAACS	P-5	98-T-DGA-334-NY
El-Ghobashy, Sayed	M	DGAACS	DGAACS	P-5	98-T-DGA-334-NY
Hoeffel, Paul	M	DPI	DPI	P-5	98-I-DPI-110-NY
Imam, Mohamed	M	DGAACS	DGAACS	P-5	98-T-DGA-334-NY
Mak, Ching-Man	F	DGAACS	DGAACS	P-5	98-T-DGA-355-NY
Abascal-Fernandez, Telma	F	DPA	DPA	D-1	98-P-DPA-198-NY
Dickstein, Phyllis	F	DPI	DPI	D-1	98-B-DPI-A96-NY
Lannegrace, Nicole	F	DPA	DPA	D-1	98-P-DPA-A17-NY
Lim, Kim Lan	F	ESCAP	ESCAP	D-1	98-A-ESC-170-BA
Mak, Kui-Nang	M	DESA	DESA	D-1	98-E-ESA-A44-NY
Marulli-Koenig, Luciana	F	DESA	DESA	D-1	98-D-ESA-A94-NY
Touqan, Omar	M	ESCWA	ESCWA	D-1	97-E-ECW-119-BE
Placement					
Cheng, Lok-Kwok	M	ESCAP	DPI	P-2	98-I-DPI-401-NY
Kempf, Isabell	F	ECLAC	OHCHR	P-2	98-A-CHR-562-GE
Brue-Azubuike, Martine	F	DM/OCSS	UNOG	P-3	97-T-UNG-578-GE
Pereira, Adelino	M	ESCAP	UNOG	P-3	97-T-UNG-578-GE
Poirier, Marie-Claire	F	DM/OCSS	UNOG	P-3	97-T-UNG-578-GE
Trevoux, Sylvie	F	DM/OCSS	UNOG	P-3	97-T-UNG-578-GE

* The vacancy announcement was waived in accordance with the provisions of administrative instruction ST/AI/413.



Secretariat

28 April 1999

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of the present information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.
2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.
3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/413 on placement and promotion, that is, effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.
4. The attached list includes placements and promotions approved in March 1999.

* Expiration date of the present information circular: 31 December 1999.



Annex

Placement and promotion 1 to 31 March 1999

<i>Name</i>	<i>Gender</i>	<i>Releasing dept. office</i>	<i>Receiving dept. office</i>	<i>Post level</i>	<i>Vacancy number</i>
Promotion					
Allen, Dennis	M	DM/OCSS	DM/OCSS	S-5	97-G-OCS-085-S5
Balzer, Robert	M	DM/OCSS	DM/OCSS	S-5	97-G-OCS-085-S5
Callender, Ewart	M	DM/OCSS	DM/OCSS	S-5	97-G-OCS-085-S5
Levtchenko, Gerard	M	DM/OCSS	DM/OCSS	S-5	97-G-OCS-027-S5
Moore, Phyllis	F	DM/OCSS	DM/OCSS	S-5	97-G-OCS-085-S5
St. Rose, Winston	M	DM/OCSS	DM/OCSS	S-5	97-G-OCS-086-S5
Villate, Jean Claude	M	DM/OCSS	DM/OCSS	S-5	97-G-OCS-085-S5
Wall, Karl	M	DM/OCSS	DM/OCSS	S-5	97-G-OCS-085-S5
Danyo-Rivera, Marina	F	DGAACS	DGAACS	G-5	98-G-DGA-117-G5
Garreta, Jaime	F	DM/OPPBA	DM/OPPBA	G-5	98-G-OPB-059-G5
Guevara, Margarita	F	DM/OPPBA	DM/OPPBA	G-5	98-G-OPB-058-G5
Guimares, Marcela	F	DESA	DESA	G-5	98-G-ESA-099-G5
Hogan, Brian	M	DGAACS	DGAACS	G-5	98-G-DGA-116-G5
Lobo, Leena	F	DM/OHRM	DM/OHRM	G-5	98-G-HRM-100-G5
Misganaw, Molalign*	M	DPI	DPI	G-5	98-G-DPI-107-G5
Pacchioni, Maria	F	DESA	DESA	G-5	98-G-ESA-091-G5
Ramsaroop, Florence	F	DPKO	DPKO	G-5	97-G-DPK-126-G5
Vengal, Jancy	F	DM/OHRM	DM/OHRM	G-5	98-G-HRM-100-G5
Albert, Karen	F	DPA	DPA	G-6	98-G-DPA-105-G6
Colmenar, Oscar	M	UNJSPF	UNJSPF	G-6	98-G-JSP-124-G6
De Leon-Dizengoff, Gracia	F	DESA	DESA	G-6	97-G-DSM-037-G6
Duterte, Jeannette	F	DM/OPPBA	DM/OPPBA	G-6	98-G-OPB-060-G6
Gittens, Veda	F	DESA	DESA	G-6	98-G-ESA-103-G6
Maisch, Pedro	M	DM/OPPBA	DM/OPPBA	G-6	98-G-OPB-057-G6
Silva, Velia	F	UNFIP	UNFIP	G-6	98-G-FIP-123-G6

* The Secretary-General approved the placement of the staff member against the post at his current level. The promotion of the staff member will be implemented when he has reached the established seniority in grade for regular promotion to the higher level.

**Secretariat**

29 April 1999

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Potential problems associated with the transition to the year 2000**

1. Most of you must have by now become aware of issues arising from the year 2000 (Y2K) date conversion problem of computers, or "millennium bug". Indeed, on 1 January 2000 some computers may be unable to process date information correctly, causing unpredictable results, including systems malfunctions. Since business processes in the United Nations interact with external systems, Y2K-induced potential failures may affect not only the internal business systems of the Organization — over which we exercise control — but also other essential external services on which we depend. Thus, failures in such areas as telecommunications, banking, utilities, security, transport and supplies may disrupt or delay critical elements of the work of the Organization.

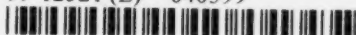
2. Like many Governments and businesses around the world, the Organization, therefore, is addressing potential problems associated with the Y2K phenomenon. While much has been done during 1998 to minimize the impact of Y2K, particularly in terms of infrastructure and equipment, work still needs to be completed in validating, testing and preparing contingency plans for all critical activities that must continue to operate even if technology fails. The Y2K problem is in fact a complex business problem that will affect all aspects of the Organization's operation.

3. With less than 200 working days until the turn of the millennium, it is now recognized that not all Y2K problems will be identified and remedied before the deadline. Priority is therefore given to mission-critical operations of the Organization to ensure that they can be operational after 1 January 2000 irrespective of outside constraints.

4. Naturally, it is programme managers who continue to have the responsibility for the planning and effort necessary to ensure that their operations will not be compromised by or otherwise can adequately respond to problems associated with the Y2K problem.

5. In the meantime, while we are upgrading or replacing our non-compliant business applications and hardware and testing them, as part of our overall contingency planning we are also thinking of some common sense measures that will alleviate the burden of potential

* Expiration date of the present information circular: 31 March 2000.



problems. These include the recommendation to programme managers to avoid, as far as possible, scheduling meetings and conferences during the first two weeks of January 2000. Staff members who are performing essential management, safety and security tasks or are key in running critical business applications, as well as those involved with the implementation of contingency plans in various offices and departments may be asked by their supervisors to work or to be reachable and ready to come to work during the roll-over period.

6. Over the next months and weeks, there will be a series of advisories and administrative notes dealing with the Organization's preparedness and addressing matters of concern to programme managers and the staff. The first of such advisories, a travel advisory prepared by the Office of the United Nations Security Coordinator, is contained in annex I; some common sense advice on individual preparedness is contained in annex II.

Annex I

Travel advisory

(Circulated on 15 March 1999 by the United Nations Security Coordinator to all designated officials, security focal points and executive offices)

On 1 January 2000, some computer-based systems throughout the world may be unable to process information correctly, causing unpredictable results, including system malfunctions. The United Nations, many Governments and businesses are actively involved in addressing potential problems associated with the year 2000 (Y2K) phenomenon. Those who are taking corrective action will probably experience little or no disruption. However, others who have more limited resources or expertise, or who are not giving the problem sufficient attention, may experience significant difficulties. In countries that are not prepared, the Y2K problem could affect financial services, utilities, telecommunications, transportation and other essential services. It is difficult to forecast where the Y2K problem will surface. It is possible that some problems may even appear before 1 January 2000. Of particular concern are:

- Some transportation systems worldwide could be affected by computer problems. Although most of the major airlines are expected to be Y2K-compliant, United Nations staff travelling over the New Year holiday should be aware of the potential for disruption of transportation services and take that into account in making their overall travel arrangements.
- Financial institutions may experience difficulties. United Nations staff should not assume that credit cards, ATM machines international banking transactions etc. will operate normally at all locations throughout the world.

United Nations staff who have special medical requirements should not assume that all medical facilities and services will be available. Electrical, water and sanitation systems involving computers may experience malfunctions from the Y2K problem.

All United Nations staff who are planning to travel in late 1999 and early 2000 should be aware of the potential for problems and stay informed about Y2K preparedness in the location(s) to which they will be travelling. Staff members should ensure that if there is a security phase in effect at the location they are travelling to, appropriate clearance is sought and received from the designated official prior to their departure. In locations where no security phase is in effect, staff members may wish, nonetheless, to let the local designated official know of their presence at the duty station.

Staff members should be aware that, should Y2K-related problems occur at a particular duty station, the United Nations security management system may be hard pressed to provide assistance. Staff members must remember that they bear primary responsibility for their own security while travelling on vacation.

Additional information may be obtained from the Office of the United Nations Security Coordinator or from your organization's security focal point.

Annex 2

Individual preparedness

Individually, what can you do to be prepared, you and your family? That depends of course on the duty station at which you serve. Experts generally recognize that planning for Y2K in many ways resembles planning for a known disaster like a storm of any kind. So, while this list is by no way exhaustive, it is recommended that:

- You should have supplies to last several days to a week for yourself and those that live with you. This includes having non-perishable food, water, prescription and non-prescription medications that you regularly use.
 - It may also be wise to have some extra cash on hand, in case electronic transactions involving ATM cards, credit cards, and the like cannot be processed.
 - If you live in the Northern Hemisphere, have also extra blankets, coats, hats and gloves to keep warm. You may also think of acquiring alternative heating devices.
 - Have plenty of flashlights and extra batteries.
 - If you plan to use a portable generator, make sure that you have enough fuel to run it and only connect what you want to power directly to the generator; but under no circumstances should you connect the generator to your home's electrical system.
 - You may also consider having your car serviced prior to the end of 1999 and ensure that you keep it filled with fuel at all times after mid-December 1999.
-